

PeopleSoft

Printing the NDS Employee Birthdays Listing

June 29, 2004



Breadcrumbs: **Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Employee Birthdays**

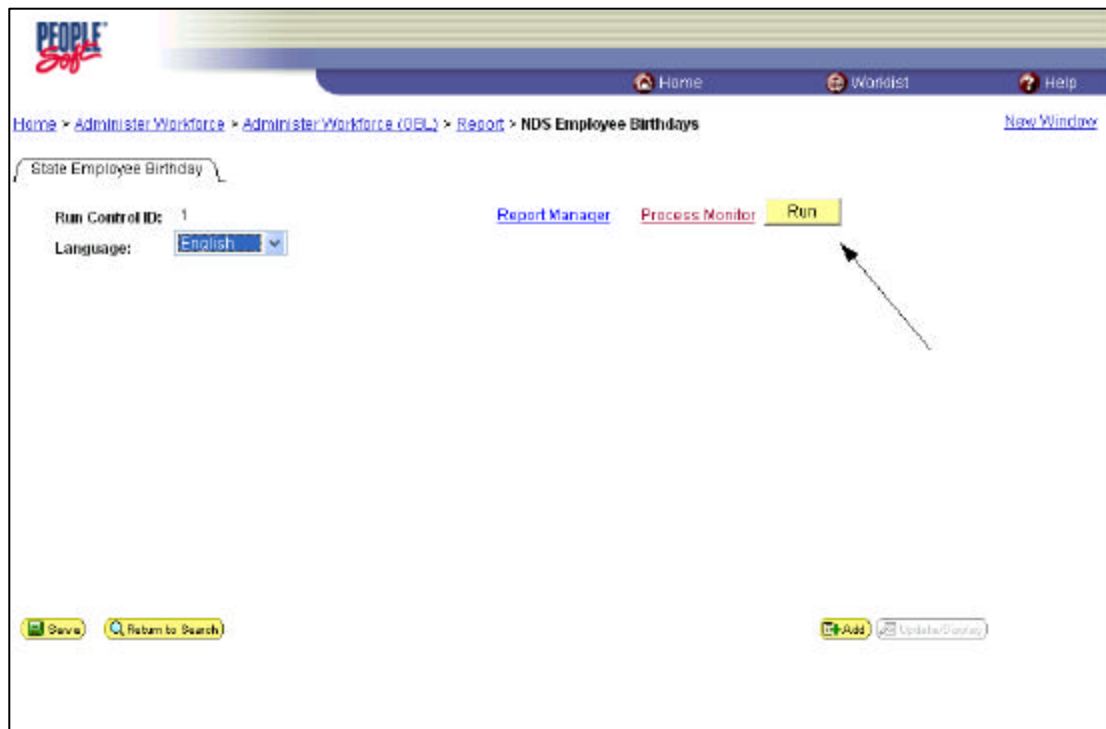
REQUESTING A NDS EMPLOYEE BIRTHDAYS LISTING

Use the following navigation to 'NDS Employee Birthdays' and select 'Add a New Value.'
If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

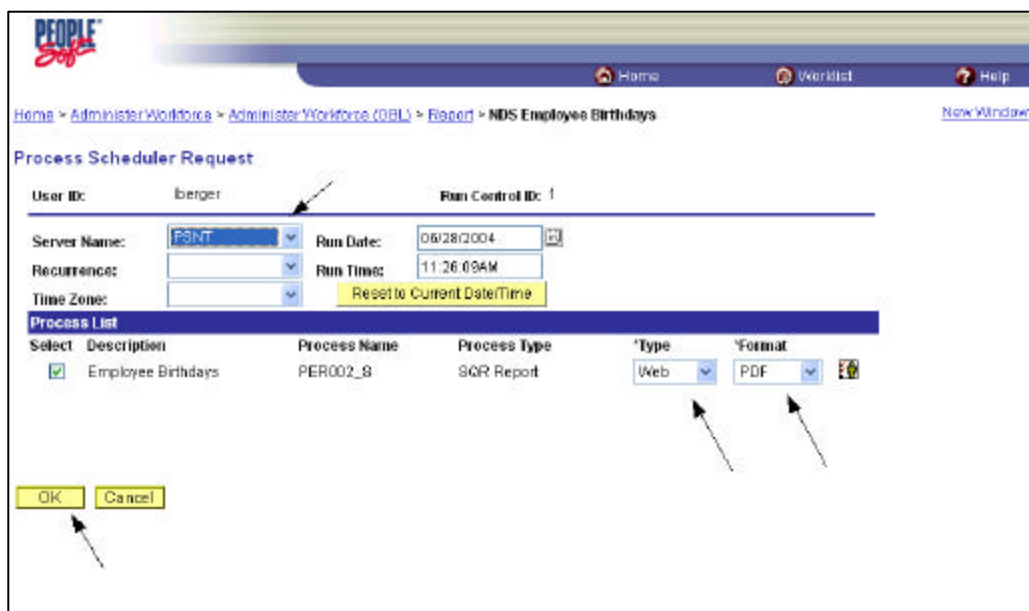
A screenshot of the PeopleSoft web interface for the "NDS Employee Birthdays" report. The top navigation bar includes "Home", "Worklist", and "Help" links. Below the navigation bar, the breadcrumb trail is displayed: "Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Employee Birthdays". A "New Window" link is visible on the right. The main heading is "NDS Employee Birthdays". Underneath, there is a section titled "Find an Existing Value". This section contains a text input field for "Run Control ID:", a "Case Sensitive" checkbox, and three buttons: "Search", "Clear", and "Basic Search". Below the "Find an Existing Value" section, there is a link labeled "Add a New Value" in purple text. An arrow points from the bottom right towards this link.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

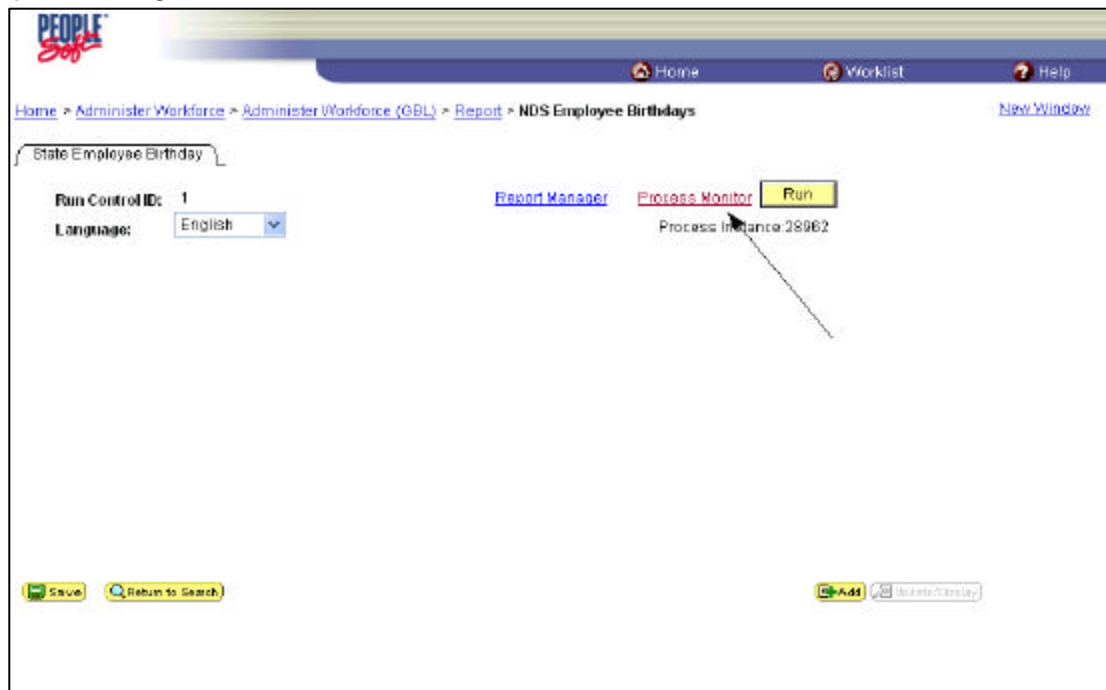
On the screen on the following page you need to Click 'Run'.



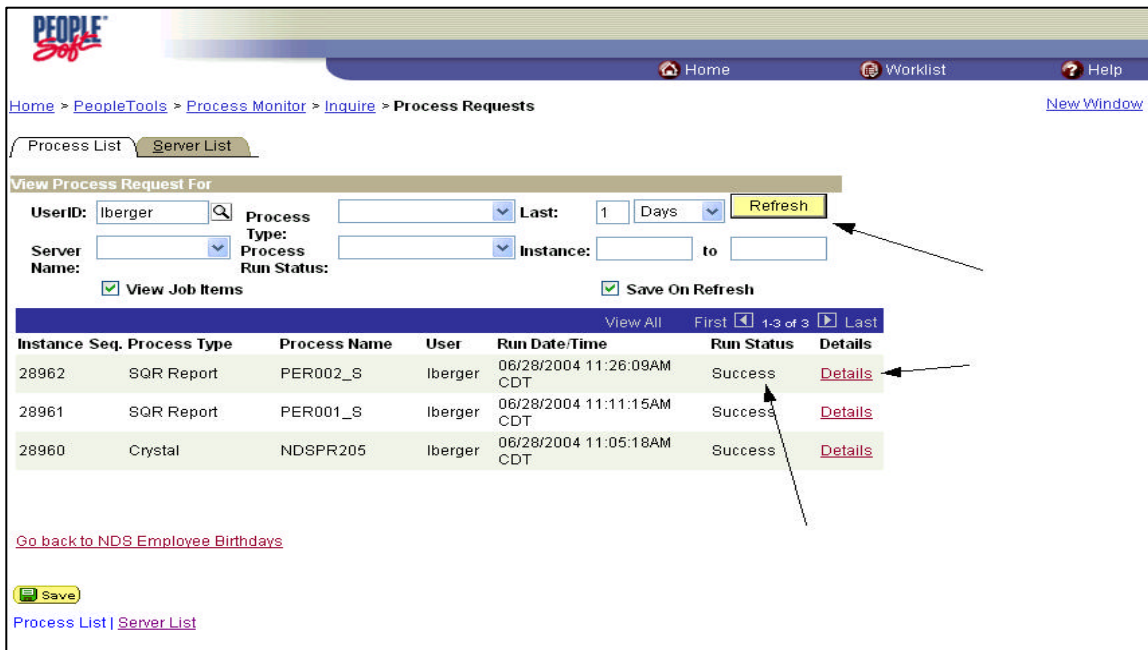
The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select "Web" for the Type and 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.



At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

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Home Worklist Help

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process Detail

Process

Instance: 28962 Type: SQR Report
Name: PER002_S Description: Employee Birthdays

Run **Update Process**

Run Control ID: 1
Location: Server
Server: PSNT
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 06/28/2004 11:26:43AM CDT
Run Anytime After: 06/28/2004 11:26:09AM CDT
Began Process At: 06/28/2004 11:27:04AM CDT
Ended Process At: 06/28/2004 11:28:19AM CDT

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Then click the report name below to view the report.

Report/Log Viewer

Instance: 28962 Type: SQR Report
Name: PER002_S Run Cntl ID: 1
Status: Success Submitted By: lberger
Server: PSNT Recurrence:

Employee Birthdays

Name	Size	CreationDate
Trace File	161 bytes	Mon Jun 28 11:27:01 2004
PER002_S_28962.PDF	792974 bytes	Mon Jun 28 11:28:01 2004
Message Log	1558 bytes	Mon Jun 28 11:27:01 2004

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.

[illegible]